

**Office Clerk
(Payroll, Recording, Accounts Payable)**

Blaine County has an opening in the Clerk and Recorder's Office for an Office Clerk (Payroll, Recording, Accounts Payable). Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Office Clerk
(Payroll, Recording, Accounts Payable)

DEPARTMENT: Clerk & Recorder's Office

ACCOUNTABLE TO: Clerk & Recorder

SUMMARY OF WORK: The Office Clerk is responsible for a variety of payroll duties, as determined by the Clerk and Recorder. Maintain budgetary accounting and expenditure records, data entry; maintain bookkeeping records using BARS accounting system; prepares daily, weekly, monthly, quarterly and annual financial records and reports. Responsible for accounts payable, maintain and update vendor list, process claims and claim checks with accuracy and in a timely manner. Other responsibilities include waiting on customers and assist in recording and filing of documents as needed, required to issue birth and death records, collect and receipt fees, balance daily transactions, and in general, adapt to all phases of work within the office. Assist with indexing of the archived documents into the computer. Assist with all other office duties when required and as requested. During election cycles this position will be asked to assist with all aspects of the election process. Maintain close and cooperative working relationships with supervisory personnel, other office personnel, all County departments and the public.

JOB CHARACTERISTICS:

Nature of Work/Abilities: The Office Clerk performs professional duties requiring frequent contact with county officials and county employees for payroll information and must maintain absolute confidentiality of sensitive information. Requires absolute ability to maintain confidentiality of sensitive information. Breach of confidentiality laws will result in immediate dismissal from the Clerk and Recorder's office. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload.

This position must perform duties requiring attention to accuracy, detail, and timeliness in processing of documents and maintenance of records; including sufficiency and payable status of documents.

This position requires extensive knowledge of various types of legal documents and laws pertaining to their reception and recording. Process Certificate of Surveys from original receipt through filing with knowledge of Certificates of Survey laws. Title and abstract work, subdivision regulations and legal land descriptions is also essential. The

clerk performs duties requiring attention to accuracy, detail, and timeliness in the processing of documents and maintenance of records within the office.

Work is generally performed in an office setting. Requires the ability to learn and retain substantial laws relative to the subject matter and be able to research the law when necessary. Position must be able to work extremely well with the public and work with frequent interruptions. There are extended periods of sitting when using computer, telephone, and other office equipment. There may be stretching, bending, some lifting and climbing stairs. Hazards of the position include heavy lifting of boxes, books, equipment.

Personal Contacts: Must work daily in very close proximity in a single office area with other employees. Continuous and harmonious interaction with other office employees is necessary and required. Position requires contact with the public at the counter and in the office. There is frequent interaction with other county departments, law offices, title companies, financing institutions and vendors.

Supervision Received: The Office Clerk receives supervision as needed from the Clerk & Recorder and other employees. However, the position is often self-directed in performance of duties. The Clerk will also work independently on many projects and must be able to prioritize and complete tasks with minimum supervision.

Essential Functions: This position requires:

- Ability to communicate orally and in writing
- Public speaking
- Public relations
- Ability to hear speaking voices and answer the telephone
- Ability to operate a computer and other office machines
- Ability to travel to other offices
- Ability to lift up to 40 pounds
- Ability to operate a motor vehicle
- Overnight travel for training
- Sitting at desk using keyboards for an extended period of time.
- Being on your feet for extended periods of time
- Communicate orally and in writing
- Operate all office machines
- Filing, indexing and retrieval materials
- Learn to read legal descriptions

Working Conditions: Duties are primarily performed in an office environment while sitting or standing at a desk or computer terminal. Some physical effort, including lifting, is required. The Office Clerk must have visual, physical, and technical ability to independently use a computer, photocopier, scanner and fax machine; requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Limited automobile driving and overnight travel required.

JOB REQUIREMENTS, ACCOUNTABILITY AND PERFORMANCE:

The successful applicant must be able to perform the following with or without reasonable accommodation.

- Competent accurate maintaining of personnel records, including new hires and terminations.
- Complete accurate preparing and submitting monthly, quarterly, and yearly payroll reports.
- Preparing W-2's, 1099's and 1095's .
- Keeps employees informed on benefit programs and issues.
- Performing basic office duties as directed by the Clerk and Recorder.
- Performs other related duties as assigned or required.
- Accurately determine account payable invoices are accurate, getting appropriate department head to approve and balance claims. Make sure Procurement Documentation is attached to necessary claims.
- Responsible for the correct BARS accounting codes applied to each claim.
- Review budgets to verify that there are adequate funds in the accounts.
- Getting claim checks processed and sent out on time.
- Accurately record and file documents.
- Send out quarterly statements for copies, fax & postage.
- Demonstrate the knowledge, skills and abilities necessary to perform work satisfactorily.
- Completeness, accuracy, neatness, timeliness, competent, efficiency of work.
- Effective communication and professional skills, being consistent and fair with employees, Elected Officials, Supervisors and general public.

- Ability to perform independently without constant supervision.
- Set goals and put forth the effort to reach them.
- Maintain good department image and morale.
- Personal characteristics, as shown in relationships with co-workers, supervisors, visitors, and telephone manners.
- Adherence to the County policies to ensure they are met.
- Judgment and common sense.
- Ability to maintain confidentiality, discretion and accuracy in all aspects.
- Overall work performance.
- Competently assists with elections.
- Observe work hours and is at work unless scheduled for time off, or absent due to illness.
- Demonstrates punctuality.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent diploma (GED)
- Experience in secretarial practices and office procedures and in use of computers, office machines, and basic bookkeeping. This may be acquired in part through educational courses.
- Knowledge and use of Montana Codes Annotated

**Office Clerk
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Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of work week is at the discretion of the supervisor
Salary:	\$20.31 per hour: \$42,244.80 annually ***85% is for the first six (6) months: \$17.26 an hour ***90% is for month 7 to 12: \$18.28 per hour
Health Insurance:	County contributes \$1,035.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.97% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) Months